

Instructions for Technical Session Presenters

Congratulations on the selection of your abstract for presentation at the **2007 National Surface Water Conference and Hydroacoustics Workshop**, April 2-6, 2007, St. Louis, Missouri. The date and time of your presentation is indicated in the conference agenda and is posted on the conference webpage (<http://water.usgs.gov/osw/conference2007>) as is other recently updated information. Please visit the site at your earliest convenience.

Preparation of Presentations

We would like to thank you for the time and work needed to prepare your abstract and for the investment you will now need to make in order to ensure an effective presentation. Presentations will be strictly limited to the allocated time:

- **15 minutes for the SW Conference and**
- **25 minutes for the Hydroacoustics Workshop.**

These times do NOT include time for questions. We will allow from 2-4 minutes for questions at the end of each presentation. Any remaining time will be used for switching speakers and the inevitable delays that will occur. Respect for your audience and fellow presenters is critical to a successful presentation, so please plan your remarks so that you use **NO MORE** than the time allowed. Moderators **will intervene to end presentations** that run over the allotted time. We will be using automated session timers that will change color from green to **yellow** when you have **5 minutes remaining** and will turn **red** when **time has expired**.

Submission of Presentations

Please create and save your PowerPoint presentations with Powerpoint 2002 or greater. Presentations (e.g. PowerPoint) and/or other digital files will be compiled and archived for inclusion on USGS Office of Surface Water Web pages after the conference. The conference will provide laptops in each technical session for presenting and archiving the presentations.

Please upload your presentations prior to your session by

- mailing or emailing it before the meeting (see mailing address below),
- copying it to a meeting laptop during conference registration, or as a last resort,
- copying it to a meeting laptop during the Presenters/Moderator sessions held in the Shaw Room each morning from 7:00-7:40 AM.

We **strongly encourage** you to send your presentation materials in advance via email, 'snail' mail, or by posting to an FTP site. Emailed presentations must be less than 10MB. If the file is larger than 10MB, you may need to compress the file (using something like WINZIP) or compress the graphics in the Powerpoint presentation before sending the email. If this does not reduce the size of the presentation sufficiently, please load the file on an FTP site. Include any special codec's that will make your presentation run correctly.

If you wish to include animations or video in your Powerpoint file, need to run programs other than Powerpoint, or have other special needs for your presentation (like an audio feed for a video clip), please email David Mueller (dmueller@usgs.gov).

Presentations may be emailed to Tara Ornsbey: (tornsbey@usgs.gov). They may also be send via the postal service or Fed Ex to Tara at

Tara Ornsbey
Missouri Water Science Center
1400 Independence Road
MS 100
Rolla, MO 65401
Ph: (573) 308-3555

When sending by mail, make sure that you send your presentation **NO LATER THAN** March 23, 2007. You can call or email Tara if you need confirmation that your materials have been received.

Presenter's Biography

A moderator will contact you ahead of time to ask for some information to introduce you to your audience. In addition, please meet with the moderator of your session during the morning Presenters/Moderators session, 7:00-7:40 AM each morning, in the Shaw Room.

Speaker/Moderator Questions

Questions concerning the National SW Conference can be addressed to Phil Turnipseed (pturnip@usgs.gov) or John Costa (jecosta@usgs.gov). Questions concerning the Hydroacoustics Workshop can be addressed Kevin Oberg (kaoberg@usgs.gov) or David Mueller (dmueller@usgs.gov).